

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-QC-03		Page 1 of 5
Title: Performance Evaluation of Technical Personnel		
Revision: 5	Replaces: 09/01/99	Effective: 07/01/04

1. Purpose:

To ensure that technical personnel can utilize the analytical methodology and analytical systems in their laboratory to identify and quantitate chemicals of concern to the USDA/AMS Pesticide Data Program (PDP).

2. Scope:

This standard operating procedure (SOP) shall be followed by all laboratories conducting residue studies for the PDP, including support laboratories conducting stability or other types of studies that may impact the program.

3. Outline of Procedures:

- 5.1 Identification of Technical Personnel
- 5.2 Technical Personnel Training
- 5.3 Technical Personnel Performance Evaluation

4. References:

- USDA/AMS PDP Quality Assurance – Technical Meeting, May 18-20, 2004
 - USDA/AMS PDP Quality Assurance Meeting, May 18-20, 1999
 - Chemist Certification for USDA PDP, Epstein, R., summarized by Jackson, T. including comments from participating state laboratories, 4/23/92
 - GLP Meeting with EPA/OPP, EPA/OCM, USDA/AMS, and USDA/AMS GLP Committee, 4/28/92
 - GLP Meeting with USDA/AMS GLP Committee and Robert Epstein, 4/29/92
 - Technical Meeting, June 2-3, 1993, East Lansing, MI
-

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-QC-03		Page 2 of 5
Title: Performance Evaluation of Technical Personnel		
Revision: 5	Replaces: 09/01/99	Effective: 07/01/04

5. Specific Procedures to be Followed:

5.1 Identification of Technical Personnel

- a. The TPM or designee shall identify all technical personnel conducting the PDP study. The TPM or designee shall submit lists of technical personnel to the Quality Assurance Unit (QAU), the Administrative Manager and the USDA/AMS Technical Director. As technical personnel change, a modified list shall be filed with the groups or persons identified above.
- b. The technical personnel qualification documentation shall be filed with the QAU or the Administrative Manager.
- c. The TPM or designee shall maintain a list of technical personnel.

5.2 Technical Personnel Training

Each laboratory shall document and maintain training records required for technical personnel. This file shall be available for inspection during PDP laboratory reviews and internal laboratory reviews. It is suggested as a minimum that the laboratory utilize an on-the-job training program, which incorporates experienced personnel assisting in the training of new personnel.

5.3 Technical Personnel Performance Evaluation

- a. Each laboratory shall document the procedures for individual performance in an internal SOP.
- b. Suggestions for performance evaluation include:
 1. Control charting of process controls and fortification spikes. Acceptance criteria for recoveries and coefficient of variation are outlined in PDP-QC-04. See also PDP-QC-08.

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-QC-03		Page 3 of 5
Title: Performance Evaluation of Technical Personnel		
Revision: 5	Replaces: 09/01/99	Effective: 07/01/04

2. Internal blind check samples prepared by the QAU and fortified with PDP pesticides varying between 1 LOQ and 10 LOQ. Acceptance criteria for recoveries and coefficient of variation are outlined in PDP-QC-04. The only information given to the technical personnel being certified shall be the matrix identity and weight of the sample. See also PDP-ADMIN-06.
3. Proficiency check sample results.

**United States Department of Agriculture
Agricultural Marketing Service, Science & Technology
Pesticide Data Program**

SOP No.: PDP-QC-03		Page 4 of 5
Title: Performance Evaluation of Technical Personnel		
Revision: 5	Replaces: 09/01/99	Effective: 07/01/04

Gail Parker

6-16-04

Reviewed By: Gail Parker
Presiding Member of PDP QA Committee
Florida Department of Agriculture and Consumer Services
Chemical Residue Laboratory
3125 Conner Boulevard, Building 3
Tallahassee, FL 32399-1650
(850) 410-3057

Date

Diana Haynes

6-18-04

Approved By: Diana Haynes
Technical Director, Monitoring Programs Office
8609 Sudley Road, Suite 206
Manassas, VA 20110
(703) 330-2300

Date

SOP No.: PDP-QC-03		Page 5 of 5
Title: Performance Evaluation of Technical Personnel		
Revision: 5	Replaces: 09/01/99	Effective: 07/01/04

- Added 2004 QA-Technical Meeting reference to Subsection 4
- Clarified identification of technical personnel qualification documentation requirement in Subsection 5.1.b